

DD/S

57-0382

FEB 1 1957

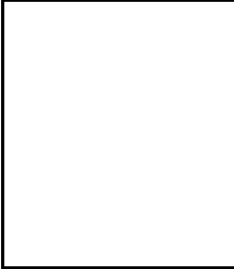
Director of Training

Chief, Management Staff

Approval of External Training Courses

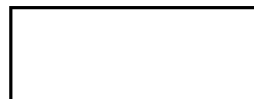
~~CONFIDENTIAL~~

1. It is requested that the following be approved as courses creditable as part-time, external training:

<u>NAME</u>	<u>TITLE OF COURSE</u>	<u>NAME OF INSTITUTION</u>	<u>CREDIT HOURS</u>
	Data Processing on Electronic Computers	Department of Agriculture Graduate School	2
	Office Management and Control	American University	3
	Readings and Papers in Public Administration	Department of Agriculture Graduate School	3

2. These courses are related to the functions of the Management Staff and the assignments of the individuals.

3. Upon approval of these courses, the actual training hours will be reported monthly on Form 1025, Individual Training Card.



25X1A9A

DISTRIBUTION:

Orig. & 1 - Dir. of Training
2 - DD/S ✓

~~CONFIDENTIAL~~

25X1